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DD/S&T #4066-68

MEMORANDUM FOR: Acting Director of Planning,
Programming and Budgeting

SUBJECT : Copy Machine Study

REFERENCE : Memo fr Dir/PPB, dtd 21 Jun 68,
same subj

1. The Copy Machine Study is certainly a thorough one and brings to the surface a number of problems concerning the economy, or lack thereof, in the proliferation of copy machines. My overall reaction toward the recommendations is as follows:

a. I would certainly agree that there should be a responsible component, perhaps within the Office of Logistics, which would be required to monitor office use rates to adjust equipment output features and capacity with actual office requirements.

b. I would be less inclined to agree that there should be total and substantive control over the purchase, placement, and utilization of copy equipment outside of this Directorate. Insofar as I am aware at this time, the copy machines within the Directorate do not abuse the practical capacity and certainly seem to be well above the norm for the Agency.

c. I am sure centralization of copy machine assets would provide certain economies, but I do feel it necessary that the Directorates retain some flexibility in making determinations on what will best serve their needs. Location of offices, as well as special security implications, would tend to justify the need for this flexibility.

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2. If follow-on studies are made concerning the utilization and costs involved in operating copy machines, we will be pleased to cooperate in any way.

Carl E. Duckett
Deputy Director
for
Science and Technology

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